



Excelsior Charter Group Board of Directors Meeting

15505 Civic Dr.
Victorville, CA 92392

MINUTES

June 20, 2017

3:30 p.m.

REGULAR SESSION

MEMBERS PRESENT: Laura Nance, Suzanne Pacini

MEMBERS ABSENT: None

OTHERS PRESENT: Alicia Anderson, Lindsey Richer

Call Meeting to Order at: Mrs. Nance called the meeting to order at **3:30 p.m.**

Pledge of Allegiance: **Lindsey Richer** led the audience in the Pledge of Allegiance to the United States of America.

Approval of Agenda:

Consider approval of the agenda, as presented.

Motion: A motion to approve the agenda was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: No Discussion

Vote: Approval of the Agenda was made with the following vote: **2-0**

COMMUNITY COMMENTS

This is an opportunity for citizens to address the Board on any item that is on the agenda or other school related matters, or suggest topics for future agendas. Those wishing to address the Board are invited to fill out a "Request to Speak" card available at the door and present it at the front table prior to this portion of the agenda. Instructions for making public comments are noted on the "Request to Speak" card. Public comments are limited to three minutes per individual. The total time for public input on each item is limited to 20 minutes.

There were no community comments.

3:30-3:45 p.m.

CLOSED SESSION

Pursuant to Government Code Section 54957 et seq., the Board of Directors may adjourn to Closed Session at any time during the meeting to discuss staff/student personnel matters, litigation, and/or the acquisition of land or facilities.

The Board did not see a need to hold a closed session.

REGULAR SESSION

The Board of Directors will reconvene to report any action that was taken in closed session.

CONSENT ITEMS:

Receive and consider approving and/or ratifying the following consent items:

Motion: A motion to approve the following consent items was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion:

Meeting Minutes-

It was discussed that the Status Updates need to be updated from the May 16th meeting. Lindsey will update these to make them current. We will go over Status Updates internally.

Personnel Report- Alicia Anderson explained that we are bringing our Curriculum Clerk and Curriculum Coordinator over to ECG because we will have two separate corporations and our Curriculum will serve both of them. We need our Curriculum to be top notch. Our Curriculum Coordinator will be 12 months and he has a Clerk that is being reassigned as Administrative Assistant. They are looking internally to fill the position. There was a discussion regarding how great our rigorous Curriculum is and how well we track our needs and scores and how hard our department works to make it top notch. Alicia expressed that it's one of the reasons we got approved by the County.

1. Board Meeting Minutes from May 16, 2017.
2. Expenditures for May 2017.
3. Personnel Report for June 20, 2017.

Vote: Approval of Consent Items was made with the following vote: **2-0**

ACTION ITEMS

1. **Bylaws:** Receive and consider approval of the First Amended Bylaws for Excelsior Charter Group.

Motion: A motion to approve the Bylaws was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: Alicia explained that she made the Bylaw changes that they discussed as a group. Mrs. Pacini expressed that she feels like it allows us to expand as we expand for the future, but doesn't limit us with too many rules and regulations. It has the ones there that insures that its running well and that assures that there isn't anything going on that shouldn't be.

Alicia said that the intent and purpose of Excelsior Charter Group is to provide services to Excelsior Charter Schools.

Ms. Nance said she thinks it's fine for now. She explained that it gives a lot of flexibility and that we can amend again in the future if we need to. She explained that since her and Mrs. Pacini have had a role in these edits, then as we are moving forward we can be thinking how well they are serving us or not. Mrs. Pacini agreed and thinks it will serve us well.

Mrs. Pacini also explained that she will be presenting our Bylaws to the EEC Board. Alicia explained that they received a copy of them as well via email. Alicia also explained that a lot of what was discussed that EEC wants is in the contract between EEC and ECG. It's not based on Bylaws.

Vote: Approval of the Bylaws was made with the following vote: **2-0**

- 2. CharterBoost Contract:** Receive and consider approval of the CharterBoost Contract for consultant services for charter petition development.

Motion: A motion to approve the CharterBoost Contract was made by:
Ms. Pacini

Second: A second to the motion was made by: **Ms. Nance**

Discussion: It was discussed that the Contract is for 6 months for \$8,700 a month, with the option to renew for the full 12 months. Alicia explained that Jason from CharterBoost was a big help to get our County Wide Charter and he is currently helping us get our Riverside Charter as well. We will discuss in Cabinet if we need to continue with him after six months.

Mrs. Pacini expressed that she thinks the cost is so much. Alicia explained that he does a lot of work for us. She also explained that she negotiated the original price down. We will decide as we grow if we need someone or if we can use someone internally.

Mrs. Pacini explained that she would like to keep other options in mind for the future like taking care of it internally or doing something like a month to month contract. Alicia explained that when we built the Budget for ECG it was included for this.

Vote: Approval of the CharterBoost contract was made with the following vote: **2-0**

3. Staff Recognition Receive and consider ratifying the Staff Recognition for June 2017.

Motion: A motion to ratify the Staff Recognition was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: Mrs. Pacini explained to Ms. Nance how great of an event the End of Year celebration was. She explained that when this was announced there was a standing ovation from the staff, they were so pleased. They also celebrated Navid's retirement and Navid was really pleased. Her last day of work is June 30th. Alicia explained that staff can't count on this every year. This coming year our funding is lower, so Peter told the staff not to count on it. Alicia explained that, if we can do it it's good, but we have to be careful.

Vote: Approval of the ratification of Staff Recognition was made with the following vote: **2-0**

4. 2017/2018 Calendar Receive and consider approving the Board of Director's meeting dates for the 2017/2018 fiscal year.

Motion: A motion to approve the 2017/2018 Calendar was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: August 15th is not the 2nd Tuesday in August, however, we will hold that meeting as it works better with everyone's schedule. We will hold the meeting at the Central Office. We will be traveling according to where EEC is holding their meetings.

Vote: Approval of the 2017/2018 Calendar was made with the following vote: **2-0**

CHIEF FINANCIAL OFFICER COMMENTS:

Nomination Committee:

Alicia explained that we will have a couple people for the nomination after we have the committee set up. She said we will set up the committee, interview and recommend a couple members for our Board.

Budget:

Alicia said she will bring the Financials for the past year and the new upcoming year to the Board between August and September. The EEC Board approves their budget by June, so she will have a better idea after that. She explained that it should be similar to the 13% that we received last year. We should have enough to cover the increase in positions moving over to ECG. She explained that Cabinet is aware we may need to charge back some of the cost from them.

Mrs. Pacini explained that it's a good idea if we add more schools moving forward to have a quarterly review process of how well that percent is actually fitting and that leaves you an opening to renegotiate for the contract. Alicia said we will be renegotiating every year, probably after the Governor's Budget comes out. It does depend on revenue they will be getting. We can negotiate what our actual expenses are and as we grow and get more sites, it will bring that percentage down. Mrs. Nance agreed that if their budget goes up it could bring that percentage down. Alicia said the increase of position would be the Curriculum Clerk's position, but we should have enough. She will bring solid figures to them from this past year in July.

Ms. Nance asked if we are continuing to upgrade the Corona facility? Alicia explained that as of right now, the Corona facility has been put on hold as far as having students there until we get the Corona petition up and running. But the cost and construction is going on because we are planning on opening by next September. EEC is paying for that as the Lease out of their budget because they will use the facility as a school.

Alicia explained that we will have to get the legalities involved to figure out what happens because we will be two Corporations and two separate authorizers. They all agreed that this is a great learning experience for ECG. Alicia also explained that we need to take into consideration that we can't grow EEC unless we go to the County for approval to open anymore resource centers.

Budget Development:

Alicia explained that we had Budget Development today with Leadership. She explained how the Budget Development process works. It's part of our annual process where we estimate how much revenue we are going to get. We take out salaries and benefits and they are given a Discretionary Budget. Whatever is left over, the Principals go through and let us know what they need in addition to the regular Discretionary. This year it's about \$60,000. She said we were able to get all the Principals first couple priorities. They get about \$160 per ADA. There is also a chunk of money that we set aside for Operational as well.

Ms. Nance asked if we have a position that's focused on grants for these types of things? Alicia explained that we don't, but in the past there was a grant program we wrote to incentivize people to write them, where they would get a percentage of the grant. Ms. Nance said there is a lot of money out there and she commented that this would be a good ECG strategic opportunity, where ECG kept part of the percentage and the benefit went to the schools. Alicia said she will definitely look into it.

BOARD MEMBER COMMENTS:

Ms. Nance said that she really wants to thank Alicia for all that she does. She said Alicia does such a great job and she's learned so much about the school from her. She thanked her for being so patient and said they really appreciate her. She thanked Lindsey as well.

Alicia said thank you to the Board for sticking in there with us and getting us through this learning curve.

Mrs. Pacini also thanked everybody here as well.

Adjourn Regular Session: Motion to adjourn regular session at 4:30 p.m.

Motion: A motion to adjourn regular session was made by: **Ms. Pacini**

Second: A second to the motion was made by: **Laura Nance**

Discussion: No Discussion

Vote: Approval to adjourn regular session was made with the following vote:
2-0